

Bureau of the Census Memoranda of March 1958
on Tape Storage and Retention

DEPARTMENT OF COMMERCE
Bureau of the Census
Washington 25, D. C.

MEMORANDUM Gen-OD-d-1

March 25, 1958

TO : Mr. Howard C. Grieves

FROM : M. D. Bingham 

SUBJECT: Recommendations for Placing Tapes in Data Storage

Attached are copies of "Revised Policy for Retention of Univac Tapes for 1954 Economic Censuses", dated March 21, 1958, and "Revised Policy for Retention of Univac Tapes for Current and Trust Fund Programs", dated March 21, 1958. These documents describe the most recent tape retention or release policies developed by the Economic Operations Division with aid and advice of the operating divisions. Substantially this same policy has been in effect since the beginning of 1957. Memorandum U-C-16 from the Electronic Systems Branch requests that the recommendations and justifications for placing tapes into data storage should be forwarded to the Director through the Assistant Director in accordance with Chapter B-4 of the Administrative Manual. In accordance with this Directive, the following classes of tapes are proposed for data storage:

A. 1954 Economic Censuses

1. 1954 Census of Retail and Service Trades, 580 tapes. These tapes basically are the priority A files from the Census. A very small number of non-priority A tapes for Retail Trade are included in this group as a result of numerous corrections which could not be carried into the A tapes. Currently there are two files of MJ tapes, one in area order, the other in alpha number order. In addition to these tapes, there are 10 program tapes which are being retained.

2. 1954 Census of Wholesale Trade, 117 tapes. This file consists only of tapes generated from A and C cards. There are currently two files of A card tapes, one in area-E.I. order, and the other in E.I. order only. In addition to the data tapes, there are 3 program tapes included.

3. 1954 Census of Manufactures, 656 tapes. Six files of Manufactures tapes are currently being retained as follows: Part I, ACJ record for general statistics in Industry-E.I. sequence; Part I tapes in Area-E.I. sequence; Part II Product tapes generated from the K cards; Part III Miscellaneous statistics originating from the BEFG cards; Part VI Materials and Fuels statistics from the DH records; and Part IX Product Class statistics

Page 2

Memorandum to Mr. Howard C. Grievos, dated March 25, 1958
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derived from the original K cards. In addition to these complete files, there are some partial files of corrected Materials and Fuels statistics which are felt to be necessary for future reference. 14 program tapes are also included in this group.

4. 1954 Census of Mineral Industries, 13 tapes. These tapes are the general statistics for Mineral Industries unedited by the computer.

5. 1954 Census Company Statistics, 80 tapes. The following three files will be retained on a permanent basis: (a) Coded establishments sorted in alpha number by establishment industry order, (b) Enterprise tapes sorted in industry by total employment order, and (c) Coded establishment records sorted in company industry by establishment industry order.

The above categories of tapes are all associated with the 1954 Census and should be retained until at least the completion of the 1958 Census. No use of these tapes is anticipated within the next six months.

B. Current Programs Prior to Fiscal 1958

1. 1952-1953 Annual Survey of Manufactures, 15 tapes. It is proposed that these tapes will be retained indefinitely.

2. 1955 Annual Survey of Manufactures, 31 tapes. It is proposed that the 23 tapes representing the detail records in industry by state by E.I. sequence should be placed in permanent storage and retained indefinitely. Furthermore, the 8 tapes representing the packed programs for this survey should also be retained.

C. Current Surveys in Calendar Year 1957 and 1958

1. 1956 Annual Survey of Manufactures, 104 tapes. Edited and corrected detail tapes are currently available in part or in whole in 3 sequences, namely: (a) Industry-State-E.I. sequence, (b) State 2-digit-E.I. sequence, and (c) SMA by 3-digit Industry by E.I. sequence. It is proposed that the tapes in Industry-State-E.I. sequence be placed in data storage immediately and should be retained indefinitely. Further, it is proposed that the tapes in State by 2-digit Industry by E.I. sequence be placed in data storage until September 1958, at which time they will be released. The 3-series will not be placed in data storage but will be held for two more months and then released. There are also approximately 46 tapes being retained to provide base information for the 1957 Annual Survey of Manufactures. These are the Outputs of the tabulation programs for the 1956 Survey and should be retained at least until the 1957 Annual Survey of Manufactures tabulations have been completed. For this purpose, it would seem advisable to place them into data storage until that time.

Page 3

Memorandum to Mr. Howard C. Grievess, dated March 25, 1958
Subject: Recommendations for Placing Tapes in Data Storage

2. Current Retail Trade Survey, 126 Tapes. Difference estimate tapes and the unbiased estimate tapes at the 3-digit KB level are being retained for a period of 18 months in order to provide comparison with previous year data and further to provide a basis for computing variances,

In addition to these tapes, register tapes for all basic components of the survey should be maintained for a period of at least one year in order to provide annual totals for comparison to annual trade surveys. As soon as subsequent months operations are completed, each series of tapes outlined within should be transmitted to data storage.

3. Current Wholesale Trade Survey, 33 Tapes. The two-digit KB final estimate tapes should be maintained for a period of 18 months for the same reasons cited above. Also, the register tapes will be retained in order to provide annual totals for establishments.

4. Foreign Trade Exports, 340 Tapes. BCD Summary tapes will be placed in data storage upon completion of the monthly statistics. These tapes will be retained until calendar year tables have been prepared at which time the monthly BCD tapes will be released. Annual B and BC tapes will be sent to data storage after the calendar year tables have been prepared. These will be retained as part of the Historical files and until such time as the publication, "Foreign Commerce and Navigation", is prepared.

5. Foreign Trade Shipping, 258 Tapes. Monthly Number One Shipping tapes should be sent to data storage within three months after the monthly shipping tables have been completed. They will be withdrawn from data storage to prepare the annual runs and about three months after the annual runs are prepared, the monthly Number One tapes will be blanked. The Annual Number One tapes will then be retained in data storage indefinitely. Annual Number Two Summary Tapes will be kept in data storage for a period of a year after the annual runs are completed.

6. Annual Lumber Survey, 8 tapes. All data and programs used for the Annual Lumber Survey will be packed onto a small number of tapes and placed in data storage upon completion of each survey.

The above tapes have been selected for retention in permanent storage on the basis of the potential needs of the program. Only those series are being placed in data storage which as far as is known will be inactive for at least six months from the date of transfer. These tapes, therefore, truly represent the more permanent tape files (within the economic areas) and do not include any of the so-called working tapes. Changes will be made both in the tape retention policy and in these records as additional surveys are programmed for the computer.

Attachments:

-35-